

Town of Barrington, NH



Request for Qualifications for Electrician

February 4, 2014

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I. INTRODUCTION

The Town of Barrington, New Hampshire is soliciting qualification-based proposals (RFQs) for a qualified master electrician either as a sole proprietor or a firm, to assist the municipality in providing electrical services including both planned work and emergency work.

RFQ proposals must be received by John Scruton, Town Administrator, at PO Box 660, 333 Calef Highway, Barrington, New Hampshire 03825, ***no later than 4:00 pm on Monday, March 5, 2014.*** Finalist(s) will be invited to review their proposals in a meeting with the Town Administrator and/or other representatives of the Town.

Any questions on the nature of electrical services are to be directed to Paul Sanders, (603) 396-7257. Any questions on the RFQ process are to be directed to John Scruton, Town Administrator (603) 664-7395 or townhall@metrocast.net.

II. BACKGROUND

The Town of Barrington desires to select one or more electricians to do work for the town as an independent contractor.

III. RFQ PROPOSALS

RFQ Proposals must include the following:

1. At least 10 years of experience as a Master Electrician doing commercial electrical work;
2. A demonstrated understanding of the challenges and opportunities facing municipalities with respect to electrical work in construction, maintenance and replacement of electrical systems;
3. Availability on short notice to do unplanned electrical work; and
4. Availability within a reasonable amount of time to schedule for planned electrical work.
5. Evidence of insurance coverage for Liability and if required Workers Compensation
6. Fee schedule

IV. RFQ PROPOSAL SUBMISSION

All responses to this RFQ must be received in a sealed envelope and clearly marked "*Request for Qualifications for Electrician Services*" by 4:00 PM on Thursday, February 27, 2014 to be eligible for consideration. Proposals shall be submitted to:

Office of the Town Administrator

ATTN: John Scruton
Barrington Town Offices
PO Box 660
333 Calef Highway
Barrington, NH 03825

Please submit three (3) copies of the RFQ.

V. REVISIONS TO THE REQUEST FOR QUALIFICATIONS

If it becomes necessary to revise any part of the RFQ, an addendum will be sent to all those who received the original document.

VI. LIMITATIONS OF LIABILITY

The Town of Barrington assumes no responsibility or liability for costs incurred by proposers in responding to this RFQ or in responding to any further request for interviews, additional data, etc.

VII. RFQ PROPOSAL PREPARATION

In order to facilitate evaluation of the proposals, the proposer is instructed to be concise and brief. Proposals that do not follow the outline, or do not contain the required information, may be considered as unresponsive proposals. Additional detailed information may be annexed to the proposal.

VIII. FORMAT FOR RFQ PROPOSALS

RFQ Proposers are requested to be concise and proposals should include the following:

- A. Letter of Transmittal with brief summary of experience;
- B. Brief summary of experience and qualifications of the individual and if a firm with multiple electricians that information on all who would do work for the town;
- C. References, including reference contact information, that demonstrate ability to do work for the town. (The Town reserves the right to contact any references provided herein or otherwise obtained).
- D. Projected cost of services/fee schedule

IX. SIGNATURE

The RFQ shall be signed by an official authorized to bind the proposal and shall contain a statement to the effect that the RFQ is a firm proposal for a one hundred-twenty (120) day period from opening. The proposal shall also provide the following information: name, title, address and telephone number of the individual(s) with authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

X. NATURE OF RFQ PROPOSAL AND ELIGIBILITY

The determination of whether a RFQ may be withdrawn is solely at the discretion of the Town Administrator. However, in no event shall a RFQ be withdrawn unless the request for withdrawal is filed within five (5) days of the date of the opening and the proposer establishes that the RFQ contains a material mistake and the mistake occurred despite the exercise of reasonable care.

XI. RIGHT TO REJECT RFQ PROPOSALS AND WAIVE INFORMALITIES

The Town reserves the right to reject any or all RFQ proposals for any reason, to waive any nonmaterial irregularities or information in any RFQ, and to accept or reject any item or combination of items.

XII. RFQ PROPOSAL EVALUATION AND SELECTION

The Town will evaluate each RFQ based on what is determined to be in the best interest of the town. The decision is not strictly based upon price, but upon all the factors noted in the RFQ. While staff will make a recommendation the final decision will be by the Board of Selectmen. The Board could select more than one and also determine how long a period of time the selection will be valid.